

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 36-2646

**AIR FORCE MATERIEL COMMAND
Supplement**

18 DECEMBER 2014

Security

**SECURITY FORCES TRAINING AND
STANDARDIZATION EVALUATION
PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil/

RELEASABILITY: There are no releasability restrictions on this publication

OPR: HQ AFMC/A7S

Certified by: HQ AFMC/A7S
(Colonel Scott R. Farrar)

Supersedes: AFI36-2225_AFMCSUP,
1 December 2010

Pages: 11

This supplement implements AFI 36-2646, *Security Forces Training and Standardization Evaluation Programs*. The purpose of this supplement is to provide command-unique requirements and align AFMC guidance with the Air Force instruction. Units employing Department of the Air Force (DAF) guards/police or contract personnel for installation entry control or security posts shall apply the procedures consistent with appropriate collective bargaining obligations. This supplement applies to all military and civilian security forces organizations and personnel assigned to Air Force Materiel Command (AFMC). This supplement applies to other US military branches to include: Air National Guard (ANG) and AF Reserve units assigned or attached to AFMC units, contract security forces, Government-Owned Contractor-Operated (GOCO) and Contractor-Owned Contractor-Operated (COCO) facilities. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command to HQ AFMC/A7S. Submit written requests for clarification to this supplement to HQ AFMC/A7ST, Building 266, 4225 Logistics Ave., Wright-Patterson AFB OH, 45433-5772. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for

a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

The waiver authority statement has been added in the purpose paragraph and tier numbers were added throughout the supplement for Wing Level or below requirements.

2.3.10.6. **(Added)** Appoints trainers and mentors to support SF Officer Developmental Learning (DL). Trainers and mentors may be enlisted or officers. Trainers must attend the AF Trainer's Course. **(T-3).**

2.3.10.6.1. **(Added)** Ensures Officer DL training is included in the unit Master Training Plan (MTP). **(T-3).**

2.3.10.7. **(Added)** Maps individual DL plans using the Officer's Career Field Education Training Plan (CFETP). **(T-3).**

2.3.11.2. **(Added)** Reviews the unit manning document and ensures positions are properly coded with the appropriate Air Force Specialty Codes and specialty shreds. **(T-3).**

2.3.12. Unit S-3/Training and Unit Training Manager (UTM).

2.3.12.1.1. This action should be added to the unit out-processing checklists. **(T-3).**

2.3.12.4. **(Added)** The Security Forces Operations (S-3) Training Noncommissioned Officer in Charge (NCOIC) or Civilian in Charge (CiC) will maintain a hard or electronic master copy of all Headquarters Air Force Security Forces Center (AFSFC), Major Command (MAJCOM), and locally approved lesson plans used. The NCOIC/CiC will review/update the master lesson plans whenever changes are required. Instructors will maintain their own updated personalized lesson plans to use during instruction. A personalized lesson plan has questions, transitions, examples, training aid correlation, personal notes and anything else necessary to assist or enhance training. The NCOIC/CiC will certify each master and personalized lesson plan for accuracy by reviewing all lesson plans every year or whenever changes occur. Document proof of lesson plan review on a form letter, general-purpose worksheet, or MAJCOM approved lesson plan review form. The NCOIC/CiC will place a copy of the review result in the master and each instructors personalized lesson plan. **(T-3).**

2.4.3. Task qualification means instructors have been trained and "signed off" on each particular task in AFTR. There are some "tasks" that have additional certification requirements which must be met prior to instruction (i.e. TASER). **(T-3).**

2.5.4. **(Added)** Instructors assigned to the S-3 Training section who perform lead instructor duties must have annual instructor evaluations to maintain training standards. Newly assigned instructors must complete a minimum of one training evaluation prior to being lead instructor certified by the S-3 Training NCOIC/CiC. Annually thereafter, instructors will be evaluated on a different subject. The evaluation must be completed prior to the end of the anniversary month of

initial certification. Lead instructor evaluations will be maintained for a period of two years in the instructor's record. An entry will be made on AF Form 803, *Report of Task Evaluations*, in the instructor's Air Force Training Records (AFTR) showing when they completed the evaluations and what subject they were evaluated on. **(T-3).**

2.5.4.1. **(Added)** The instructor evaluation checklist posted on the HQ AFSFC website will be used for initial and recurring evaluations. Modifications to the checklist are not allowed without AFMC/A7ST approval. **(T-3).**

2.5.4.2. **(Added)** Instructor's records will have as a minimum the following items:

2.5.4.2.1. **(Added)** Instructor qualification training (i.e., Principles of Instruction or compatible course). **(T-3).**

2.5.4.2.2. **(Added)** Training certificates and credentials (i.e., Train-the-Trainer, Self-Aid Buddy Care, Combat Lifesaver or other advanced schools). **(T-3).**

2.5.4.2.3. **(Added)** Initial training evaluation(s). **(T-3).**

2.5.4.2.4. **(Added)** Annual training evaluation(s). **(T-3).**

2.5.4.2.5. **(Added)** AF Form 803 showing past training evaluations. **(T-3).**

2.5.4.3. **(Added)** All instructor training will be documented in the instructor's AFTR. **(T-3).**

3.2.4. S-3/Training and UTM.

3.2.4.5.1. **(Added)** Develops a Mission Readiness Training (MRT) and Non-MRT database to track allocations. This database will include, as a minimum; course name, course number, class number, class start date, class graduation date, funding type (unit or AETC), seat type (enlisted, officer or civilian), Training Line Number (TLN), and trainee's name and rank. **(T-3).**

3.2.4.5.2. **(Added)** Ensures the HQ AFMC SF Training Manager is advised if unit will not fill a class seat in the following manner. **(T-3).**

3.2.4.5.2.1. **(Added)** 30 calendar days prior to class start date for all Non-MRT classes. **(T-3).**

3.2.4.5.2.2. **(Added)** 45 calendar days prior to class start date of Type 2/3/6 MRT courses. **(T-3).**

3.2.4.5.2.3. **(Added)** 60 calendar days prior to class start date of Type 4/7 MRT courses. **(T-3).**

3.2.4.5.2.4. **(Added)** 75 calendar days prior to class start date of Type 5/8 and all other MRT course types. **(T-3).**

3.4.2.1. **(Added)** Units will not work directly with course directors/managers, other MAJCOMs, or Sister Services to schedule formal training classes or request seat allocations. **(T-3).**

3.4.3.2. **(Added)** Prior to submitting "out of cycle" requests to HQ AFMC SF Training Manager, S-3/Training or UTM will coordinate with Unit Resource Advisor or HQ AFMC SF Training Manager to ensure funding is available to cover TDY costs for the duration of the training course. S-3/Training or UTM will notify HQ AFMC SF Training Manager of any "out of cycle" training cancellations within 3 calendar days or next duty day. Written justification from the Defense Force Commander (DFC) for "out of cycle" training cancellations will be

submitted to HQ AFMC SF Training Manager within three (3) duty days of the cancellation request. **(T-3).**

3.4.4.2.1. **(Added)** All Quota Movements (QMs) initiated by the unit will be submitted to HQ AFMC SF Training Manager. **(T-3).**

3.4.4.2.2. **(Added)** All Non-MRT courses are unit/MAJCOM funded “P” quotas and cannot be converted to fully funded “T” quotas. **(T-3).**

3.4.6. HQ AFMC SF Training Manager submits training requests to AFPC/DPSIT MRT Team at afpc.dpsit.mrt@us.af.mil. The Training Request Quota Identifier (TRQI) for AFMC SF is “A1M0”. **(T-3).**

3.5.2.1. **(Added)** Units must make every effort to minimize replacements, cancellations, or swaps. Minimum change request timeline for Air Force courses is 10 calendar days and Inter-service/Sister Service is 14 calendar days. **(T-3).**

3.5.3.2. **(Added)** All no-show justifications for training allocations will be endorsed by the DFC prior to being submitted to HQ AFMC SF Training Manager. **(T-3).**

4.2.3.9. **(Added)** Ensures the Lautenberg Amendment is briefed and DD Form 2760, *Qualification to Possess Firearms or Ammunition*, is filled out and filed as part of annual Arming and Use of Force (AUoF) training. **(T-2).**

4.2.3.10. **(Added)** Establishes the unit’s S-3/Training and On-the-Job Training (OJT) programs. **(T-3).**

4.2.3.11. **(Added)** Ensures all S-3/Training functions are executed. **(T-3).**

4.2.3.12. **(Added)** Will designate all flight and staff duty positions that require an AF Form 797, *Job Qualification Standard Continuation/Command JQS*. **(T-3).**

4.2.4. Unit S-3/Training and UTM.

4.2.4.5.1. **(Added)** The UTM will conduct quarterly records inspections of at least 10 percent of individuals for each work center/flight. (Records inspected the previous quarter will not be eligible for inspection in consecutive quarters.) The UTM will prepare a report of all discrepancies and track corrections through completion. Results of these inspections will be reported to the respective work center and the unit commander. The UTM will maintain a copy of inspection results for a minimum of 24 months. **(T-3).**

4.2.4.5.2. **(Added)** The UTM will conduct and document Air Force Training Record (AFTR) training with all supervisors/trainers to ensure they are aware of all requirements outlined in this instruction. **(T-3).**

4.2.4.8.1. **(Added)** Monitor initial Duty Position Qualification training timelines and maintain a current Duty Position Qualification training tracking log containing the following: rank/name, duty position individual is training for, date member initially entered training, projected completion date, any existing extensions/removals (if applicable), evaluation failures with adjusted Stan/Eval dates and a suspense system to ensure initial Duty Position Qualification training is completed in a timely manner. **(T-3).**

4.2.4.8.2. **(Added)** Develop local procedures to approve Duty Position Qualification training, delays, removals and extensions. The number of days granted for delays and extensions will be

the minimum days necessary for completion of the training and be based on each individual's specific needs. A generalized number of days for extensions will not be used (e.g. everyone gets a 30 day extension). Extensions will not exceed 30 calendar days. Supervisors will document extensions and removals in AFTR via 623a entry. **(T-3)**.

4.2.4.16.1. **(Added)** Utilize a locally devised method, (i.e., asterisk, upper case letters, etc.), to identify critical tasks. **(T-3)**.

4.2.4.19. **(Added)** Conducts annual AUoF training and performance-based practical training incorporating decision-making scenarios. Both AUoF and practical training must be conducted and successfully passed before individuals can be added to the commander's authorization to bear firearms listing. The practical training scenarios may be performed using shoot-don't-shoot scenarios on a weapons simulator or in a force-on-force training event. **(T-1)**.

4.2.4.20. **(Added)** Develops and updates, as needed, the commander's authorization to bear firearms listing. Prior to adding personnel to the list, they must have successfully completed AUoF written test, scenario-based practical evaluations, have a current DD Form 2760 on file and current weapons qualification. Personnel will not be added to or shown on the authorization to bear firearms listing if any of these items are not current. **(T-2)**.

4.2.5.2.8. **(Added)** Ensure each individual has the Special Training Standard (STS) posted in their OJT records with the required tasks identified by the DFC, IAW AFI 36-2201. **(T-3)**.

4.3.6.2. **(Added)** The UTM will verify newly assigned personnel have created an AFTR account, update members workcenters, administrators, and applicable user profile information. This action will be added to the unit in-processing checklist. **(T-3)**.

4.3.7.3. **(Added)** Units may utilize a locally developed data base however its use will be for tracking purposes only. Units must ensure all upgrade, recurring, ancillary, etc.; training is annotated IAW paragraph [4.3.7.2](#) **(T-3)**.

4.3.10.6.1. **(Added)** Initial extension/removal from Duty Position Qualification Training (Phase II) will not exceed 30 calendar days and must be approved in writing by the superintendent of the affected individual. Subsequent extensions/removals for qualification training will not exceed 30 calendar days per request and must be coordinated through the individual's superintendent and Security Forces Manager prior to being approved by the unit commander. The supervisor will document the circumstances, dates and reasons for delays of each extension or removal from training into the individual's AFTR. **(T-3)**.

4.3.11. S-3/Training will notify Stan/Eval in writing within five calendar days of when duty position qualification training is complete. **Note:** This initiates the DPE cycle. **(T-3)**.

4.3.12. This requirement will be completed annually. **(T-3)**.

4.3.12.3.1. **(Added)** Work centers, not covered under the Self-Inspection program, will develop an AF Form 797, or locally developed JQS with certification letter for tasks/positions not covered by the Specialty Training Standard (STS) or Career Field Education and Training Plan (CFETP) such as Flight Armorer, Flight Sergeant, etc. Include additional duties and wartime or special mission tasks. Use action verbs describing the task and identify the technical reference. **(T-3)**.

4.3.12.6. **(Added)** All Combat Readiness Training (CRT) tasks listed IAW paragraph [4.2.3.5](#) and [4.3.5.1](#) **(T-3)**.

4.3.12.7. **(Added)** All Integrated Defense (ID) training items listed in AFI 31-101, *Integrated Defense*, paragraphs 1.5.1.1. through 1.5.1.16. **(T-3).**

4.3.12.8. **(Added)** Live fire proficiency/sustainment training for assigned personnel on all weapons for which they are qualified IAW AFI 31-117, *Arming and Use of Force by Air Force Personnel*. **(T-3).**

4.3.12.9. **(Added)** Active Shooter Incident Response (ASIR) training as outlined in AFMAN 31-201, Vol. 4, *High-Risk Response*. **(T-3).**

4.3.12.10. **(Added)** Any additional training items deemed necessary by the DFC to support local, mission specific requirements (e.g. SF Combatives, etc.). **(T-3).**

4.3.15.4.3.3. **(Added)** Remedial training must be annotated in the individuals AFTR and they may retest no earlier than (NET) 2 calendar days after test failure. **(T-3).**

4.3.16.4. Test questions will consist of only those weapons in which the individual is qualified to carry. **(T-3).**

4.3.16.4.4. The passing score for AFMC units is 80%. **(T-3).**

4.3.16.4.5. Personnel scoring at least 80% but less than 100%, will receive on-the-spot review training on any missed questions. **(T-3).**

4.3.16.4.6. Personnel scoring 79% or below will be retrained (by supervisor/trainer or S-3/training) IAW AFI 36-2201, prior to retaking the test within 30 calendar days of the failure. Remedial training will be annotated in members AFTR prior to retesting. **(T-3).**

4.3.19.4. This will occur during the member's initial AFTR review with the UTM and must be completed within 14 calendar days from members return. **(T-3).**

4.4.1.1. **(Added)** The DFC will incorporate the Shoot, Move, and Communicate (SMC) training program into their Master Training Plan (MTP). This training program is intended specifically for use by military security forces personnel and Department of the Air Force civilian police officers/guards. **(T-3).**

4.4.4.1. **(Added)** Stan/Eval personnel will receive SMC familiarization by CA personnel prior to conducting SMC trainer evaluations. **(T-3).**

4.4.4.2. **(Added)** If a trainer/instructor receives a "No-Go" on SMC course they will undergo a minimum of 5 calendar days of remedial training before re-evaluation. They will be able to teach the SMC course immediately after receiving a "Go" on evaluation. **(T-3).**

4.4.5. **(Added)** S-3/Training and Stan/Eval sections should jointly develop Shoot, Move and Communicate (SMC) scenarios to expand existing SMC and Active Shooter training using Close Combat Mission Capability Kits (CCMCK) and dye-marking cartridges. **(T-3).**

4.7.5.3. The ULC should have a copy of the unit's MTP and other training material needed to promote effective learning in the event computer systems are not operational/accessible. **(T-3).**

5.2.5.4. **(Added)** Validates all questions utilized for DPEs. **(T-3).**

5.3.3. **(Added)** Stan/Eval sections will develop a comprehensive training plan for evaluator qualification using an AF Form 1098, AF Form 797, etc.. This training process will be outlined in their work center MTL. **(T-3).**

5.4.1.3.2.1. **(Added)** To ensure local policies and procedures are inspected/assessed, units will develop supplemental self-assessment checklists (SAC) using the Management Internal Control Toolset (MICT) in conjunction with applicable HAF and MAJCOM SACs. **(T-3).**

5.4.2.3.4. **(Added)** All write-ups that cannot be closed within 6 months will be coordinated with HQ AFMC/A7ST. Commanders will send corrective action plans to HQ AFMC/A7S Workflow (Attn: Branch Chief, Training) who will review and approve the plans. **(T-3).**

5.4.3.3.2. **(Added)** SF personnel who have had their authority to bear firearms suspended, for reasons other than weapons test failures, will not complete the Performance Evaluation. Evaluations will be completed once a member has their authority to bear arms reinstated. Member's supervisor is responsible for notifying S-3/Training and Stan-Eval to schedule an evaluation. **(T-3).**

5.4.3.4.2. **(Added)** Individuals scoring below 70 percent on the verbal weapons evaluation may receive on-the-spot review training and conduct immediate re-evaluation of the verbal test in its entirety. Any member failing twice will re-test NET 3 calendar days after last test attempt. **(T-3).**

5.4.3.5. The use of written evaluations for units supporting PLIN missions will be required for duty positions identified as "critical". All other written evaluations within AFMC will be determined by the respective DFCs however, are highly recommended for any duty positions identified as "critical". **(T-3).**

5.4.3.5.2. **(Added)** Evaluations will consist of a minimum of 25 questions, but no more than 50 questions. **(T-3).**

5.4.3.5.3. **(Added)** Tests can consist of a combination of multiple choice, scenario based, and forms usage questions. **(T-3).**

5.4.3.5.4. **(Added)** Units will develop and maintain multiple test versions for each duty position being evaluated. **(T-3).**

5.4.3.5.5. **(Added)** Units will establish local procedures to secure all forms of testing material. **(T-3).**

5.4.3.5.6. **(Added)** As a minimum, 25-percent of questions on each test maintained will be changed annually to reduce test compromise. **Note:** Units utilizing computer based randomly generated tests are required to change a minimum of 25-percent of the above outlined 25 or 50 question format tests. (E.g. Of a 50 question test, 13 questions will be required to be changed.) This is not based on the number of questions stored in the database itself. **(T-3).**

5.4.3.7.2. Measures will be incorporated in each units local operating instructions. **(T-3).**

5.4.3.7.4. Units will develop and incorporate local procedures to ensure "on-duty" weapons are not introduced into the evaluation area. **(T-2).**

5.4.4.7. **(Added)** Units will conduct no-notice duty position evaluations. The goal of these no-notice evaluations is to evaluate sustained individual proficiency in both critical and non-critical duty positions. Units will evaluate no less than 10 percent of all certified personnel each year. At least one no-notice evaluation of will be conducted on each critical and non-critical duty position. All no-notice DPEs will represent the last certified position held by the member. **(T-3).**

5.5.2. For both critical and non-critical duty positions, individuals must receive at least an 80% on each portion of the DPE to pass. This standard will be effective from publish date of this HQ AFMC supplement. All evaluations conducted thereafter will be subject to the 80% standard. **(T-3).**

Table 5.1. DPE Rating System (Example)

Critical	Score	Non-Critical	Score
<i>Verbal Exam+</i>	80	<i>Verbal Exam+</i>	79*
<i>Written Exam+</i>	79*	<i>Written Exam+</i>	80
<i>Performance Evaluation+</i>	Go	<i>Performance Evaluation+</i>	No-Go*
M9/M4 Verbal Exam	70	M9/M4 Verbal Exam	70
M9/M4 Performance	No-Go*	M9/M4 Performance	Go
<p>* - Failed to meet minimum score</p> <p>+ - Indicates duty position evaluation</p> <p><i>Critical duty position:</i> 79% on written exam and/or ‘No-Go’ on weapons performance evaluation; individual must successfully complete a reevaluation in these two areas prior to being certified and will have authority to bear firearms removed (<i>after second attempt</i>) until a ‘Go’ is received in the performance weapons evaluation area no early than (NET) 3 calendar days after last test attempt.</p> <p><i>Non-critical duty position:</i> 79% on verbal exam and ‘No-Go’ on the performance evaluation; individual must successfully complete a reevaluation in these two areas prior to being certified.</p>			

5.5.5.1. If the verbal, performance, or written portion(s) of a DPE is failed, the trainee will be allotted no more than 30 calendar days of supervisor/trainer-administered review training prior to being rescheduled for a re-evaluation. **Note:** All remedial training must be documented in AFTR prior to re-evaluation. Re-evaluations will be completed NET 3 calendar days from previous test. **(T-3).**

5.5.6.2. S-3/Training will verify completion of review training and notify Stan/Eval to schedule a complete DPE (verbal, performance, and written if applicable). Stan/Eval will reevaluate the individual no later than 30 calendar days after being notified by S-3/Training. **(T-3).**

5.6.1. Individual’s supervisor will document results in trainee’s AFTR within 7 duty days of receiving the DPE report. **(T-3).** **Note:** This requirement may be accomplished using electronic means.

6.5.1.1. **(Added)** Unit Deployment Managers (UDM) will coordinate with their respective UTM to ensure line remark identified MRT and Non-MRT pre-deployment training requirements are scheduled through the MAJCOM Training Manager at HQ AFMC/A7ST. (T-3).

TERRY G. EDWARDS, P.E., SES
Director, Communications, Installations and
Mission Support

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 31-201, Vol. 4, *High-Risk Response*, 17 November 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 2760, *Qualification to Possess Firearms or Ammunition*

Abbreviations and Acronyms

AFTR—Air Force Training Record

CCMCK—Close Combat Mission Capability Kit

CFETP—Career Field Education and Training Plan

CiC—Civilian in Charge

CLC—Combat Leaders Course

CRT—Combat Readiness Training

CUI—Combined Unit Inspection

DFC—Defense Force Commander

DFLCS—Defense Fortis Load Carrying System

DPE—Duty Position Evaluation

IDC3—Integrated Defense Command and Control Course

JQS—Job Qualification Standard

KM—Kennel Master

MRT—Mission Readiness Training

MTP—Master Training Plan

MWD—Military Working Dog

OI—Operating Instruction

OJT—On-the-Job Training

QM—Quota Movements

RTC—Readiness Training Center

SME—Subject Matter Expert

STS—Specialty Training Standard

TLN—Training Line Number

TRQI—Training Requester Quota Identifier

UDM—Unit Deployment Manager

UTC—Unit Type Code

UTM—Unit Training Manager

WDMS—Working Dog Management System